



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
U.S. ARMY RECRUITING BATTALION ALBANY  
21 AVIATION ROAD  
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #11--Recruiter Expense Allowance Meal Reimbursements

1. Reference: USAREC Reg 37-16, Recruiting Expense Allowance
2. Purpose: To establish battalion limits on reimbursable meal expenses claimed by recruiters on the monthly Standard Form 1164.
3. Policy: Effective immediately, the following dollar limits are established:  
  
Breakfast: \$ 5.00  
Lunch: \$ 6.00  
Snack: \$ 2.00  
Dinner: \$10.00
4. Exceeding these limits will result in the auditing budget technician reducing the claim to meet the policy limit.
5. Point of contact for this action is the budget office at (518) 438-2126.

  
SANDRA E. LUFF  
LTC, MI  
Commanding